



RECORDS RETENTION SCHEDULE



Prepared by
STATE RECORDS BRANCH
Public Records Division
Kentucky Department for Libraries and Archives

STATE ARCHIVES AND RECORDS COMMISSION
COMMONWEALTH OF KENTUCKY

Department of Library and Archives
Division of Archives and Records

RETENTION AND DISPOSAL SCHEDULE NUMBER I
AGREEMENTS

Date Approved SEP 22 1978
by Commission

Schedule for:

BOARD OF ELECTIONS

State Agency

Unit

(L-A&R 10-SA)

1/77

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APPROVALS
FOR STATE AGENCY

1. Charlotte B. Donnell
Agency Head and Title

2. Charlotte B. Donnell
Agency Records Officer

Division of Archives
3. and Records Harold S. Goodpastor
State Archivist and Director

Archives and Records
4. Commission Robert W. Williams
Chairman

WE THE UNDERSIGNED OR THE AGENTS THEREOF HAVE EXAMINED THE RECORDS TYPES AS SHOWN BELOW AND
BELIEVE THAT THE DISPOSITION AS RECOMMENDED ON THIS SCHEDULE IS THE PROPER ONE

Dorville Gabbart
Records Analyst

Larry B. Jordan
Assistant State Records
Administrator

Jeffrey Michael Buff
Assistant State Archivist

THIS RETENTION & DISPOSAL SCHEDULE, APPROVED BY THE STATE AGENCY, IS TRANSMITTED FOR REVIEW
TO: AUDITOR OF PUBLIC ACCOUNTS, AND ATTORNEY GENERAL, OF THE COMMONWEALTH OF KENTUCKY

THE DETERMINATION AS SET FORTH BELOW MEETS WITH MY APPROVAL

9-11-78
Approval Date State Auditor Public Accounts

9/18/78
Approval Date

Robert I. Stephens
Attorney General

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Schedule Date: September 01, 1978

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

General Government
Elections, Board of

Series	Records Title		Contents	Retention		
	and Description	Function and Use		Disposition Instruction		
01981	Election Expense Account Reports (Primary and General)			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
03600	Voter Registration System (VRS) (Electronic) (The following printouts are made available to each county clerk: Precinct Roster L1401; County Alphabetic Roster L1401; County Alphabetic Roster L1403; Automatic State Purge Roster L1750; Additional information may be found in the County (N) NA Change Date: 12/14/1989	This series is a statewide registration system which enables the State Board of Elections and each county clerk in the state to verify changes in voter registrations, to run various statistical reports, and to keep track of eligible voters, by county, in the state of Kentucky. Each county clerk's office is connected to the system through the Department of Information Systems. The system contains information on voting trends, voter registrations, and is updated daily by county clerks as changes are made in voter registrations and following each election period.	Report Date; Primary or General Election; Name of County; County Code; Precinct Code; Total Registered; Total Voted; Percentage of Turnout by District; Party - Dem., Rep., Other; Step Number; Name of District; District Number; Signature; Name of voter; Birth Date; Sex; Color; Address; Adds; Changes; Deletions; Page Number of Report	Agency: Permanent	Records Center: NA	Archives Center: NA
				Retain in agency		
03601	Voter Turnout Report (VRS Printout) (N) NA Change Date: 12/14/1989	This series documents the voter turnout for both the primary and general elections each year in Kentucky. This report comes from the Voter Registration System (03600) and lists the number of voters that were registered to vote and the number that voted, and the percentage of voters that participated in the election by county and by precinct. This information is obtained from the Precinct Roster (L1401) once the election is over. It lists numbers and percentages but does not list the names of voters.	Report date; County name and code; Page number of Report; By precinct: Number; Total registered to vote; Number voting; Percent turnout; Republicans registered; Number voting; Percent turnout; Democrats registered to vote; Number voting; Percent turnout; Others registered to vote; Number voting; Percent turnout; Totals given for district and county	Agency: Permanent	Records Center: NA	Archives Center: NA
				Retain in agency.		
				Note: Routinely microfilmed and security stored by Public Records Division.		

STATE AGENCY RECORDS RETENTION SCHEDULE

General Government
Elections, Board of

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
03602	Daily On-Line Transaction Report (VRS Report) (N) NA Change Date: 12/14/1989	This series documents the report that is sent to the State Board of Elections from the Department of Information Systems on microfiche as changes are made in voter registrations at the county clerks offices in the state. This report is entered into the Voter Registration System (03600) and documents transactions such as: voter additions to the county and precinct rosters, changes of addresses, voter removals from the rosters. This series is used as a backup to the County Clerks by the State Board of Elections to verify the changes should a discrepancy exist at the local level.	Add transactions - shows complete correct voter registration record; Change transactions - shows current correct information on the permanent voter registration record and the change; Delete transaction - shows current complete record and reason for deletion; Program number; Date; Page number; County name and number	Agency: 4 Years Destroy	Records Center: NA	Archives Center: NA
03603	Voter Registration Statistics Report (VRS Printout) (N) NA Change Date: 12/14/1989	This series documents the changes in voter registrations for each county in the state of Kentucky. These statistics are compiled from the Voter Registration System (03600) to keep track of voter registrations by county, party, race, and by sex. It is updated prior to each election by the State Board of Elections.	Date of primary or general election; Name of county; County code; Precinct code number and name; Total in precinct; Total registered by party, race, sex; Re-instated; Move in or out; Transfer in or out; Net change	Agency: Permanent Retain in agency.	Records Center: NA	Archives Center: NA
03604	Locality/Precinct Code Table (VRS Printout) (All VRS printouts are computer printouts) (N) NA Change Date: 12/14/1989	This series documents any changes made in the voting districts in Kentucky. This includes the Representative, Senatorial, Congressional, Supreme Court, and Judicial. Voting districts may change because of legislative order or re-districting by the county as populations change. The precincts in each county may increase or decrease or district numbers may change. This series is generated from the Voter Registration System (03600)	Locality/Precinct Code Table; Step number; District number; Name of County; Precinct code; Name of District - Representative, Senatorial, Congressional, Supreme Court, Judicial	Agency: Permanent Retain in agency. Note: Routinely microfilmed and security stored by Public Records Division.	Records Center: NA	Archives Center: NA
01982	Records of Presidential Electors			Agency: P Retain in Agency	Records Center:	Archives Center:
01983	State Election Returns (From Counties)			Agency: P Retain in Agency	Records Center:	Archives Center:

STATE AGENCY RECORDS RETENTION SCHEDULE

General Government
Elections, Board of

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
01984	Election Returns (Primaries)			Agency: 12	Records Center:	Archives Center: P
				Transfer to State Archives		
01985	Election Returns (General)			Agency: 12	Records Center:	Archives Center: P
				Transfer to State Archives		
01986	Certificates of Elections			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
01987	Certificates of Nominations			Agency: P	Records Center:	Archives Center:
				Retain in Agency		
01988	Payment Record of Election Expenses			Agency: 5	Records Center:	Archives Center:
				Destroy after audit		
01989	Communications from Board of Elections to All County Clerks Concerning Elect			Agency: 1	Records Center:	Archives Center:
				Destroy		